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Sixty-eighth session

Arrangements for the high-level meetings and the general debate of the sixty-eighth session of the General Assembly

United Nations Headquarters, 23 September to 4 October 2013

Information note for delegations

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I. Introduction

1. The general debate of the sixty-eighth session will be held from Tuesday, 24 September, to Wednesday, 2 October 2013.

2. The General Assembly, by its resolution 66/124, decided to convene a high-level meeting of the General Assembly on the realization of the Millennium Development Goals and other internationally agreed development goals for persons with disabilities on Monday, 23 September 2013.

3. By its resolution 67/39, the General Assembly decided to convene a high-level meeting on nuclear disarmament on Thursday, 26 September 2013.

4. By its resolution 67/219, the General Assembly decided to hold a two-day high-level dialogue on international migration and development on Thursday and Friday, 3 and 4 October 2013.

5. In addition to the above-mentioned General Assembly meetings, the President of the General Assembly, in accordance with resolution 65/1, will hold a special event to follow up the efforts made to achieve the Millennium Development Goals on Wednesday, 25 September 2013. Also, by its resolution 67/290, the General Assembly decided to convene the inaugural meeting of the high-level political forum on sustainable development under the auspices of the Assembly at the beginning of the sixty-eighth session for the duration of one day. That meeting will be held on Tuesday, 24 September 2013. Furthermore, the Secretary-General will host an event entitled "Millennium Development Goal success: accelerating action and partnering for impact" on Monday, 23 September.

6. The high-level plenary meetings of the General Assembly and the general debate will be held in the General Assembly Hall (North Lawn Building), with the exception of the closing plenary of the high-level meeting on Nuclear Disarmament, which will be held in the Trusteeship Council Chamber.

II. Arrivals

7. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades must have valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters complex;

(b) Heads of State or Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so — time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving at the United Nations by car will need a special vehicle permit. The permits will be available through the Garage Administration, room U-210 (telephone: 212 963 6212).

III. Schedules, list of speakers, statements, documentation and interpretation

High-level meeting of the General Assembly on the realization of the Millennium Development Goals and other internationally agreed development goals for persons with disabilities

8. The high-level meeting of the General Assembly on the realization of the Millennium Development Goals and other internationally agreed development goals for persons with disabilities will take place on Monday, 23 September 2013, and will be held according to the following schedule:

9-10 a.m.	Opening plenary meeting (General Assembly Hall (North Lawn Building))
10 a.m.-1 p.m.	Round table 1 (General Assembly Hall (North Lawn Building))
3-5.30 p.m.	Round table 2 (General Assembly Hall (North Lawn Building))
5.30-6 p.m.	Closing plenary meeting (General Assembly Hall (North Lawn Building))

9. The modalities of the high-level meeting are set out in resolution 66/124. In accordance with that resolution, the high-level meeting will be held under the overall theme "The way forward: a disability-inclusive development agenda towards 2015 and beyond".

10. The opening plenary meeting will be held in the General Assembly Hall, and will feature statements by the President of the General Assembly, the Secretary-General and the Chair of the Committee on the Rights of Persons with Disabilities, as well as an eminent person actively engaged in disability issues and a representative of non-governmental organizations in consultative status with the Economic and Social Council, both of them chosen by the President of the Assembly.

11. The two consecutive informal interactive round tables will also be held in the General Assembly Hall. The President of the General Assembly has invited the Philippines and Spain to co-chair round table 1 and Finland and Tunisia to co-chair round table 2. In accordance with the decision taken by the President of the General Assembly, in consultation with Member States, the theme for round table 1 will be "International and regional cooperation and partnerships for disability-inclusive development" and the theme for round table 2 will be "The post-2015 development agenda and inclusive development for persons with disabilities". A list of speakers is open for inscription, on a first-come, first-served basis, in room S-3082 (e-mail: poliakova@un.org; telephone: 212 963 5063; fax: 212 963 3783). Delegations are asked to kindly indicate the level of representation at the time of inscription.

12. The closing plenary meeting includes the presentation of summaries by the Chairs of the round tables and the adoption of a concise outcome document.

13. Conference Rooms 4 and 7 (North Lawn Building) will serve as overflow rooms for the high-level meeting.

High-level meeting of the General Assembly on nuclear disarmament

14. The high-level meeting of the General Assembly on nuclear disarmament will take place on Thursday, 26 September 2013, and will be held according to the following schedule:

9-10 a.m.	Opening plenary meeting (General Assembly Hall (North Lawn Building))
10 a.m.-1 p.m.	High-level substantive segment (Trusteeship Council Chamber)
3-5.45 p.m.	High-level substantive segment (Trusteeship Council Chamber)
5.45-6 p.m.	Closing plenary meeting (Trusteeship Council Chamber)

15. The opening plenary meeting will be held in the General Assembly Hall and will feature statements by the President of the General Assembly, the Secretary-General and a representative from the Non-Aligned Movement, as well as Heads of State or Heads of Government invited by the President of the Assembly. There will be no list of speakers for the opening plenary meeting.

16. The two consecutive high-level substantive segments will be held in the Trusteeship Council Chamber and will be chaired by Vice-Presidents of the Assembly.

17. To enable maximum participation within the limited time available, statements in the substantive segments should not exceed three minutes when made in a national capacity and five minutes when made on behalf of groups, on the understanding that this would not preclude the distribution of more extensive texts. A list of speakers is open for inscription, on a first-come, first-served basis, in room S-3063 (e-mail: del-vasto@un.org; telephone: 212 963 0388; fax: 212 963 3783). Delegations are asked to kindly indicate the level of representation at the time of inscription.

18. The President has drawn up a list of representatives of non-governmental organizations in consultative status with the Economic and Social Council that will participate in the high-level meeting. This list was shared with Member States in a letter from the President dated 30 July 2013. There will be a 10-minute time slot at the end of the afternoon substantive segment to allow two representatives of civil society to speak.

19. The President will prepare a summary as the outcome of the high-level meeting, which will be issued as a document of the General Assembly.

20. Conference Room 1 (Conference Building) will serve as an overflow room for the morning segment of the high-level meeting.

High-level dialogue on international migration and development

21. The high-level dialogue on international migration and development will be held on Thursday and Friday, 3 and 4 October 2013 under the overall theme "Identifying concrete measures to strengthen coherence and cooperation at all levels, with a view to enhancing the benefits of international migration for migrants and countries alike and its important links to development, while reducing its negative implications".

22. The high-level dialogue will consist of four plenary meetings and four interactive multi-stakeholder round tables, to be held according to the following schedule:

Thursday, 3 October

10 a.m.-1 p.m.	Plenary meeting (General Assembly Hall (North Lawn Building))
10 a.m.-1 p.m.	Round table 1 (Conference Room 1 (Conference Building))
3-6 p.m.	Round table 2 (Conference Room 1 (Conference Building))
3-6 p.m.	Plenary meeting (General Assembly Hall (North Lawn Building))

Friday, 4 October

10 a.m.-1 p.m.	Plenary meeting (General Assembly Hall (North Lawn Building))
10 a.m.-1 p.m.	Round table 3 (Conference Room 1 (Conference Building))
3-5.30 p.m.	Round table 4 (Conference Room 1 (Conference Building))
3-6 p.m.	Plenary meeting (General Assembly Hall (North Lawn Building))

23. Introductory statements will be made by the President of the General Assembly, the Secretary-General, the President of the Economic and Social Council, an eminent person in the field of migration and development and a migrant at the beginning of the plenary meeting on the morning of Thursday, 3 October.

24. The themes of the four round tables will be as follows:

Round table 1: Assessing the effects of international migration on sustainable development and identifying relevant priorities in view of the preparation of the post-2015 development framework

Round table 2: Measures to ensure respect for and protection of the human rights of all migrants, with particular reference to women and children, as well as to prevent and combat the smuggling of migrants and trafficking in persons and to ensure orderly, regular and safe migration

Round table 3: Strengthening partnerships and cooperation on international migration, mechanisms to effectively integrate migration into development policies and promoting coherence at all levels

Round table 4: International and regional labour mobility and its impact on development

25. To allow for maximum participation within the limited time available, statements in the plenary meetings and the round table discussions will be limited to four minutes, on the understanding that that would not preclude the distribution of more extensive texts.

26. A list of speakers is open for inscription, on a first-come, first-served basis, in room S-3082 (e-mail: poliakova@un.org; telephone: 212 963 5063; fax: 212 963 3783). Delegations are asked to kindly indicate the level of representation at the time of inscription.

27. Summaries of the deliberations of the four round-table discussions will be presented by the chairs of the round tables during the concluding segment at the plenary meeting of the high-level dialogue on the afternoon of Friday, 4 October. The Special Representative of the Secretary-General on International Migration and Development will also be invited to speak. The President of the General Assembly will close the meeting.

28. Further information on the high-level dialogue is contained in the note by the Secretary-General on the organization of the high-level dialogue on international migration and development (A/68/162).

29. Conference Room 4 (North Lawn Building) will serve as an overflow room for the high-level dialogue, including for the opening and closing plenary meetings and the round table discussions.

General debate

30. As indicated above (sect. I), the general debate of the sixty-eighth session of the General Assembly will be held from Tuesday, 24 September, to Wednesday, 2 October 2013. The meetings of the general debate will be held from 9 a.m. to 1 p.m. and from 3 p.m. to 9 p.m., with the exception of the meeting on the morning of Thursday, 26 September, which will start at 10 a.m., after the opening of the high-level meeting on nuclear disarmament, to be held from 9 a.m. to 10 a.m. in the General Assembly Hall.

31. The current list of speakers is available in room S-3082. Any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch, room S-3082 (e-mail: poliakova@un.org; telephone: 212 963 5063; fax: 212 963 3783).

32. The theme "The post-2015 development agenda: setting the stage" has been proposed for the general debate at the sixty-eighth session, pursuant to General Assembly resolution 58/126.

33. In keeping with previous practice, a voluntary 15-minute time limit for statements is to be observed in the general debate of the sixty-eighth session.

Statements, documentation and interpretation

34. At the sixty-eighth session of the General Assembly, the Department for General Assembly and Conference Management will offer PaperSmart services as an additional service. Delegations wishing to circulate their statements electronically through the PaperSmart services portal should send them at least two hours in advance of delivery to papersmart@un.org or provide copies for scanning and uploading to the portal at the conference officers' desk located in or outside the meeting room. A minimum of 30 copies of the text should also be submitted by a delegation representative to the receiving area located at the documents counter in front of the General Assembly Hall between 8 a.m. and 9 a.m.

35. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance through the Meetings Management Section (telephone: 212 963 8114; e-mail: emeetsm@un.org). The interpreter or the guide provided by the delegation should be brought by the delegation to the conference officers' desk in front of the General Assembly Hall 30 minutes prior to the delivery of the statement.

36. For the duration of the remainder of the main part of the session, delegations are invited to submit electronic versions of their statements via e-mail to papersmart@un.org. The name of the meeting and the agenda item should be indicated in the heading of the statement and in the subject line of the e-mail. The statements will remain embargoed until their delivery and then posted on the PaperSmart portal (papersmart.unmeetings.org).

37. A print-on-demand service will be made available throughout the session, from which delegates will be able to request a hard copy at the documents distribution counter located outside the General Assembly Hall or by clicking on the print-on-demand option on the PaperSmart portal. Delegates will be able to e-mail any document or statement to themselves from the portal. All official documents will also be available electronically in all official languages on the Official Document System, as well as via the PaperSmart portal (papersmart.unmeetings.org). No login will be required to access the portal.

38. Delegations and participants are encouraged to bring their laptops, tablets or other mobile devices to the meetings in order to access information and documents.

IV. High-level political forum on sustainable development under the auspices of the General Assembly

39. In accordance with paragraph 27 of resolution 67/290, the first meeting of the high-level political forum on sustainable development under the auspices of the General Assembly, which will be inaugural in nature, will be held on 24 September 2013 in the Trusteeship Council Chamber. A detailed programme of the meeting will be circulated to Member States in due course.

40. The outcome of the meeting will consist of a President's summary.

V. Special event of the President of the General Assembly to follow up the efforts made to achieve the Millennium Development Goals

41. The special event of the President of the General Assembly to follow up the efforts made to achieve the Millennium Development Goals will be held on 25 September 2013, from 9 a.m. to 1 p.m. and from 3 p.m. to 6 p.m., according to the following schedule:

9-10 a.m.	Opening plenary meeting (Trusteeship Council Chamber)
10 a.m.-1 p.m.	Round table 1 (Trusteeship Council Chamber)
	Round table 2 (Economic and Social Council Chamber)
3-6 p.m.	Round table 3 (Trusteeship Council Chamber)
	Round table 4 (Economic and Social Council Chamber)
6-6.30 p.m.	Closing plenary meeting (Trusteeship Council Chamber)

42. The opening plenary meeting of the event will consist of statements by the President of the General Assembly, the Secretary-General and a number of Heads of State or Government, as well as other speakers invited by the President. The closing plenary meeting will consist of a presentation of the summaries of the round-table deliberations and the endorsement of the outcome document.

43. The round-table discussions will be held under the same broad theme, focusing on gaps and weaknesses and the acceleration of the implementation of the Millennium Development Goals, as well as looking forward to the post-2015 development agenda. A list of speakers is open for inscription, on a first-come, first-served basis, in room S-3082 (e-mail: poliakova@un.org; telephone: 212 963 5063; fax: 212 963 3783). Delegations are asked to kindly indicate the level of representation at the time of inscription.

44. Conference Room 3 is designated as an overflow room for the special event.

VI. Event hosted by the Secretary-General

Millennium Development Goal success: accelerating action and partnering for impact

45. An event entitled "Millennium Development Goal success: accelerating action and partnering for impact" will be held on Monday, 23 September 2013, from 10 a.m. to 6 p.m., in the Trusteeship Council Chamber.

46. The aim of the high-level forum will be to catalyse and accelerate further action to achieve the Millennium Development Goals and enrich the deliberations of the General Assembly on 24 and 25 September and beyond. The event will focus on concrete examples of scaling up success and identifying opportunities for more. The emphasis will be on the "how" — bringing together examples from partnerships across the spectrum of the Millennium Development Goals, including the Secretary-General's multi-stakeholder initiatives and movements, such as "Every woman,

every child", Sustainable Energy for All, Education First, the Zero Hunger Challenge and the Call to Action on Sanitation.

47. During the forum, Heads of State and Government, chief executive officers from the business sector, philanthropists and civil society leaders, as well as heads of United Nations agencies, funds and programmes and other international organizations, will have an opportunity to discuss the means of implementation that will match ambitions with concrete mechanisms and resources. The Secretary-General will provide opening remarks at the forum, which will be followed by contributions from a number of panellists. The President of the General Assembly and the Deputy Secretary-General will provide concluding remarks.

48. Additional enquiries about the forum can be directed to the Executive Office of the Secretary-General (Silva Bonacito, telephone: 917 367 3556; e-mail: bonacito@un.org).

VII. List of delegations

49. A provisional list of delegations to the sixty-eighth session of the General Assembly will be available on the Protocol and Liaison Service website (www.un.int/protocol) at the beginning of the general debate. Missions are requested kindly to submit a comprehensive official delegation list, including the functional titles and affiliations of each member, to the Chief of Protocol, room S-0201 (fax: 212 963 1921), not later than 22 November 2013. In order to avoid confusion, any changes to the original list should be sent separately, bearing in mind that such changes should not be incorporated into the list previously submitted to the Protocol and Liaison Service. Missions are encouraged to transmit, in MS Word, their comprehensive lists of delegations, first electronically to sutliff@un.org, followed by a signed copy, to be delivered to the Protocol and Liaison Service. A final comprehensive list of delegations to the sixty-eighth session of the General Assembly will be available on the Protocol and Liaison Service website towards the end of December 2013.

50. Each delegation shall consist of not more than five representatives, and five alternate representatives and as many advisers and experts as may be required (rule 25 of the rules of procedure of the General Assembly). With the exception of Heads of State or Government and Vice-Presidents, Crown Princes or Princesses and Ministers for Foreign Affairs, who will be listed as heads of delegation during their presence at the session, all other heads of delegation shall be counted as one of the five representatives. If the five representatives and five alternate representatives are not specified, as required by the rules of procedure of the General Assembly, the first 10 members of the delegation in the order of their listing will be considered as representatives and alternate representatives, for the purpose of issuing the lists of delegations. The names of aides de camp, interpreters, physicians, media and security personnel accompanying a Head of State or Government should not be included in the official list of delegations.

VIII. Protocol accreditation and access arrangements for Member States, observers, intergovernmental organizations and the specialized agencies

Accreditation

51. Accreditation of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be carried out by the Protocol and Liaison Service. Missions/offices are required to submit their accreditation requests by using the new online system, "eAccreditation", via the website at https://eaccreditation.un.int. The Protocol Office has communicated to all missions/offices in New York by means of a note verbale dated 12 July 2013 providing details of the official launch of the new online accreditation system, together with "Guidelines on eAccreditation" and "Frequently Asked Questions". The information can also be found on the Protocol and Liaison Service website (www.un.int/protocol). For the submission of requests for grounds and VIP passes, missions/offices should follow the procedure referred to in the guidelines.

52. Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet ministers and their spouses will be provided with VIP passes with photographs.

53. The working hours of the accreditation unit (telephone: 212 963 7181) in the Protocol and Liaison Service in the days prior to and during the high-level meetings and the general debate will be posted on the Protocol and Liaison Service website and at the entry of the Protocol Office starting on Tuesday, 3 September 2013.

Access to meeting rooms and restricted areas

54. During the high-level meetings and the general debate of the sixty-eighth session of the General Assembly, from 23 September to 4 October 2013, access to the General Assembly Hall and restricted areas will require a regular delegate's pass plus a secondary colour-coded access card. The access cards are transferable strictly among members of a delegation. For that purpose, the Protocol and Liaison Service will proceed as follows:

(a) Every Permanent Mission will be issued four cards of one colour for access to the General Assembly Hall in the North Lawn Building and four cards of a different colour for access to the North Lawn Building lobby. These cards will be valid for the entire period of the high-level meetings and the general debate of the sixty-eighth session of the General Assembly, from 23 September to 4 October 2013;

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall in the North Lawn Building; in addition, each intergovernmental organization and specialized agency will receive two cards of a different colour for access to the North Lawn Building lobby;

(c) Access cards, if required, will be issued to representatives of Member States, observers, intergovernmental organizations and specialized agencies

participating in other closed/restricted high-level meetings for access to conference rooms in the North Lawn Building and the Conference Building.

55. Colour-coded access cards for the high-level meetings and the general debate will be ready for collection at the Protocol and Liaison Service starting on Friday, 20 September 2013, after 10 a.m.

56. Seats will be reserved in a VIP area for spouses of the Heads of State or Government, Vice-Presidents, Crown Princes or Princesses participating in the general debate, provided that the Chief of Protocol is notified in advance of their attendance. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations in a reserved section (up to eight seats) of the General Assembly Hall during the address of the head of delegation at the plenary meeting. Access to these areas will require a special courtesy ticket distributed by the Protocol and Liaison Service. To reserve seats in the VIP area for spouses and in the reserved section for guests of delegations in the General Assembly Hall, a written request specifying the names and titles of all attendees (including, where relevant, the spouse of the dignitary speaking) must be delivered to the Chief of Protocol in room S-0201 or faxed to 212 963 1921 **at least one week in advance of the address**. The special courtesy tickets will be available for collection one day prior to the address of the head of delegation. Ticket holders to these areas who are not in possession of a United Nations grounds pass must be escorted by a representative of the mission bearing a valid United Nations grounds pass and enter the United Nations through the entrance at 46th Street.

57. All documents, forms and information material on the sixty-eighth session of the General Assembly issued by the Protocol and Liaison Service may be accessed at the Service's website (www.un.int/protocol).

IX. Welcoming reception

58. A welcoming reception (without spouses) will take place on Tuesday morning, 24 September, in honour of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the sixty-eighth session of the General Assembly **from 8 a.m. to 8.50 a.m.** in the East Lounge on the ground floor of the North Lawn Building.

X. State luncheon

59. The Secretary-General will host a luncheon (without spouses) in honour of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the sixty-eighth session of the General Assembly. Heads of delegation at a level other than Head of State or Government will also be invited. The luncheon will be held at 1.15 p.m. in the North Delegates Lounge of the Conference Building.

XI. Programme for spouses

60. Mrs. Ban Soon-taek will host a breakfast reception on the second floor of the North Lawn Building in the area adjacent to Conference Room E in the morning and a tea reception at the residence in the afternoon on Tuesday, 24 September 2013, as well as a cultural event on Wednesday, 25 September 2013, in honour of the spouses of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the sixty-eighth session of the General Assembly. Details regarding the programme will be communicated to the Permanent Missions at a later stage.

XII. Protocol/security briefing

61. There will be a protocol and security joint briefing for delegations on Tuesday, 10 September 2013, at 3 p.m. in the Economic and Social Council Chamber. Permanent Missions and Observer Missions are urged to be represented at the briefing.

XIII. Security arrangements

General considerations

62. The Headquarters complex will be closed to the public from 4 p.m. on Sunday, 22 September 2013, until the close of business on Friday, 4 October 2013. Access to the United Nations complex during the high-level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat and its funds, programmes and agencies; accredited media; and affiliates who are wearing a United Nations grounds pass. In addition, members of civil society who are invited to attend the high-level meetings will be required to be in possession of a meeting-specific pass at all times.

63. For all Government delegations (Member States or observers), grounds passes will be issued at the Pass and Identification Unit (First Avenue at 45th Street). For grounds passes for national security officers accompanying Heads of State or Government, contact Lieutenant Paula Goncalves, Special Services Unit (telephone: 212 963 7531). A sample of the grounds pass request for security staff is set out in annex II.

64. Questions or concerns should be directed to David J. Bongi, Chief of Security, United Nations Headquarters, Security and Safety Service, by contacting the Security Event Planning Unit, Lieutenant Malinda McCormack (telephone: 212 963 7028), or Inspector Matthew Sullivan, Inspector in Charge of Operations (telephone: 212 963 4601).

65. Kindly note that access to the United Nations will be denied to anyone who is not in the above-listed categories or who is not wearing a valid grounds pass. To avoid last-minute difficulties, all Member States are requested to ensure the proper accreditation of their delegations.

Access to the United Nations Headquarters complex

66. The opening times of the pedestrian entrances are as follows:

43rd Street and First Avenue: 6 a.m. to close of business

46th Street and First Avenue: 7 a.m. to close of business

47th Street and First Avenue: 7 a.m. to close of business

67. Please be aware that all packages brought onto the premises by all categories of persons, including delegates and staff, will be subject to security inspection.

68. Prior arrangements are required for press and affiliates during after-hours access to the premises through notification to the Security Operations Centre (telephone: 212 963 6666).

69. Access to the South Annex and the Library Building prior to 6 a.m. may be gained by using the 43rd Street entrance and proceeding to those areas via the Secretariat Building lobby.

No access through the delegates' entrance

70. During the sixty-eighth session, the delegates' pedestrian entrance gate, located at 45th Street and First Avenue, will be closed. There will be no access for pedestrians and motorcades owing to construction activities.

Access to the North Lawn Building

71. During the sixty-eighth session, the pedestrian entrance at 47th Street and First Avenue north side will be utilized by VIPs, Permanent Representatives to the United Nations, senior United Nations staff who are in possession of a gold-coloured building pass and delegations bearing Protocol secondary colour-coded access cards. Delegations below the level of Permanent Representative bearing Protocol secondary colour-coded access cards for the General Assembly Hall will proceed through screening prior to accessing the North Lawn Building.

72. Delegates who are not in possession of Protocol passes for the General Assembly Hall and staff members with offices in the North Lawn Building who have been issued a secondary pass will be required to utilize the 46th Street entrance for access to the North Lawn Building. Following the screening process, they will continue down the stairs towards the rose garden and turn left to access the North Lawn Building east entrance doors.

Security and Safety Service, pass and identification offices: UNITAR Building and public plaza

73. In preparation for the sixty-eighth session of the General Assembly, the Pass and Identification Unit, located in room U-100, UNITAR Building, on First Avenue at 45th Street, will be open to staff members and members of delegations. Representatives of non-governmental organizations requesting annual passes will also be assisted in room U-100. Temporary passes for non-governmental organizations will not be issued from 13 September 2013 until the general debate. Members of the media will be assisted with accreditation at the screening and accreditation centre in a tent located on the public plaza. The days and hours of operation of the two pass and identification facilities will be as follows:

Date	*Hours of operation*
Saturday and Sunday, 14 and 15 September	9 a.m. to 5 p.m.
Monday, 16 September	9 a.m. to 6 p.m.
Tuesday, 17 September	9 a.m. to 6 p.m.
Wednesday, 18 September	9 a.m. to 6 p.m.
Thursday, 19 September	9 a.m. to 6 p.m.
Friday, 20 September	9 a.m. to 6 p.m.
Saturday, 21 September	10 a.m. to 6 p.m.
Sunday, 22 September	10 a.m. to 6 p.m.
Monday, 23 September	8 a.m. to 6 p.m.
Tuesday, 24 September	8 a.m. to 6 p.m.
Wednesday, 25 September	8 a.m. to 6 p.m.
Thursday, 26 September	8 a.m. to 6 p.m.
Friday, 27 September	8 a.m. to 6 p.m.
Saturday, 28 September	9 a.m. to 1 p.m.
Sunday, 29 September	Closed
Monday, 30 September	8.30 a.m. to 6 p.m.
Tuesday, 1 October	9 a.m. to 4.30 p.m.
Wednesday, 2 October	9 a.m. to 4.30 p.m.
Thursday, 3 October	9 a.m. to 4.30 p.m.
Friday, 4 October	9 a.m. to 4.30 p.m.

Beginning on Monday, 7 October 2013, all pass and identification operations will return to the Pass and Identification Unit, room U-100, UNITAR Building, and the hours of operation will be from 9 a.m. to 4.30 p.m.

Access for members of the information media

74. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Hall in the North Lawn Building must use the 46th Street media entrance with a grounds pass or proper documentation for accreditation. Access to the media tent will be gained by using the ramp for disabled persons on the left side of the 46th Street entrance. Following the screening process, personnel who need media accreditation will be required to proceed to the media accreditation tent. Media personnel who wish to proceed to the third floor media liaison desk in the

General Assembly Building will be required to use the ramp located on the east side of the General Assembly Building and the staircase within the neck area to the third floor. Those media personnel who wish to proceed to the Media Centre (Conference Room 1, North Lawn Building) following the screening process will proceed from the tent area across the plaza and use the metal staircase down to the ground floor, passing through the south side doors to the rear entrance of Conference Room 1. Video crews accompanying resident and non-resident correspondents, as well as all categories of temporary correspondents, will use only the 46th Street entrance, where they and their equipment will be subject to security screening.

75. Members of the media must be escorted by the Media Accreditation and Liaison Unit at all times in the North Lawn Building and other restricted areas.

Access to restricted areas

76. In accordance with the established procedures, please note that the areas in and around the General Assembly Hall (North Lawn Building) is reserved for members of delegations and staff who are conducting official business. In all cases, valid United Nations building passes will be required. Owing to the space constraints within the General Assembly Hall, members of delegations are requested kindly not to congregate within that area. Room 4, on the first floor of the North Lawn Building, has been designated as the overflow room for such activities. Members of non-governmental organizations will not be allowed to gain access to the restricted areas — their access to meetings at Headquarters will be honoured upon verification of a valid United Nations building pass and an appropriate ticket issued for the meeting(s) on the day in question.

Admission of persons not affiliated with the United Nations

77. For the period of the general debate and the high-level meetings, the information and reception desk established within the Secretariat Building lobby will be relocated to the UNITAR Building, on the corner of First Avenue at 45th Street. Access to the desk can be gained through the south side entrance of the building on 45th Street. Given the extent of security activities on First Avenue, it will be the responsibility of each staff member to meet his or her guests at the information desk and to ensure that they are accompanied at all times. Guests will not be permitted to enter the restricted areas at any time.

Guided tours

78. Regular guided tours will be suspended from 4 p.m. on Sunday, 22 September, until the close of business on Friday, 4 October. On Saturday, 5 October, at 9 a.m., guided tours will resume and the building will reopen to the public.

Motorcade drop-off

79. Motorcades escorted to the Secretariat Building will be authorized to enter the United Nations premises at the 43rd Street and First Avenue vehicular entrance and drop off their passengers at the Secretariat entrance. Thereafter, they will be required to exit the premises through the 43rd Street and First Avenue gate. All authorized motorcades will be allowed to drop off at the 47th Street and First Avenue entrance to the North Lawn Building. Both escorted and unescorted motorcades dropping off delegation members at the 47th Street and First Avenue

entrance are required to be in possession of the requisite United Nations-issued grounds pass in order to gain access to the premises. Furthermore, it is important to note that a valid grounds pass and an authorized United Nations decal (issued by the Garage Administration) will be required at the 46th Street and Second Avenue vehicle checkpoint prior to the granting of such access.

Parking

80. From Monday to Friday, vehicles other than those belonging to the heads of delegation of the Permanent Missions or Observer Missions to the United Nations will be permitted access to enter the garage through the 48th Street entrance. Upon the conclusion of their official activity, they may depart through the 43rd Street exit. The 48th Street and 43rd Street entrances will be operational on a 24-hour basis. Traffic lanes within the third basement service drive and roadways in the garage must be kept free of stationary vehicles at all times. Vehicles left in that area will be subject to towing.

81. All vehicles entering Headquarters premises will be subject to search. Thus, it is highly recommended that members limit the contents inside their vehicles in order to expedite the physical security clearances.

82. Bicycles and other non-motorized means of transport into Headquarters premises will also be subject to search.

XIV. Arrangements for meetings

Facilities

83. For bilateral meetings, a limited number of temporary booths, with a maximum capacity of eight participants, will be available in the North Lawn Building and in the Conference Building.

Reservation system

84. An electronic reservation system will be activated through e-Meets 2.0 (icms.un.org) on 26 August 2013, in order to provide equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through e-Meets by accessing icms.un.org, clicking on bilateral requests and logging in with the username and password of their Permanent Mission. The date and time and the name of the other delegation participating in the bilateral meeting should be specified in the request. Reservations will be accepted for periods of 20 minutes, **on the hour and half hour**. To prevent double bookings, only the delegations initiating the bilateral meeting(s) should submit the request.

85. Information about room assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's consecutive appointments in the same room. Late requests will be accepted until 6 p.m. on the day prior to the meeting and every effort will be made to assign a booth based on the availability of space at that time. **Delegations requiring further information regarding bilateral requests should send their questions or enquiries to bilats-msu@un.org**.

XV. 2013 treaty event

86. It is recalled that the Secretary-General, in a letter dated 19 April 2013, invited Heads of State or Government to consider signing and ratifying or acceding to multilateral treaties deposited with him during the general debate of the sixty-eighth session of the General Assembly.

87. The treaty event will be held from 24 to 26 September and from 30 September to 1 October 2013 in the treaty-signing area in the North Lawn Building (designated area on the first floor). Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section (telephone: 212 963 5047). Those countries intending to ratify and/or accede to a convention or treaty must submit copies of their instruments to the Treaty Section for review by 6 September 2013. Those countries intending to sign a convention or treaty must submit copies of their full powers to the Treaty Section for review by 6 September 2013. It should be noted that Heads of State or Government and Ministers for Foreign Affairs do not require full powers to sign. Copies of instruments and full powers may be faxed to the Treaty Section at 212 963 3693.

88. Information relating to the treaty event, including the letter of invitation from the Secretary-General, the annual publication on treaties entitled *Towards Universal Participation and Implementation*, a list of all multilateral treaties deposited with the Secretary-General and procedural information can be obtained from the United Nations Treaty Collection website (http://treaties.un.org).

89. In addition to the Head of State or Government or Minister for Foreign Affairs, two individuals per delegation will be permitted at the event. It should be noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue five minutes prior to the scheduled appointment. A protocol officer will greet and escort dignitaries (Head of State or Government/Vice-President/Crown Prince or Princess) from the escalators in the main hall.

90. It should also be noted that, in order to gain access to the premises during the 2013 treaty event, national media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit.

91. Each delegation should designate an individual as a contact person for the purposes of this event.

XVI. Media arrangements and services

92. Media representatives with a valid United Nations grounds pass will be allowed to cover the general debate and other high-level meetings without additional accreditation.

93. All others who do not have a valid pass **must apply for accreditation by Wednesday, 11 September 2013**. They must also fill out an online media registration form (available at www.un.org/en/media/accreditation/form). Two pieces of photo identification (such as a passport, a driver's licence or State ID) are also required when passes are picked up.

94. All members of the media accompanying Heads of State or Government or heads of delegation can obtain accreditation by having the Permanent Mission concerned submit a letter listing the names of the media representatives with their functional titles and affiliation, either by fax (212 963 4642) or by e-mail (malu@un.org) to the Media Accreditation and Liaison Unit.

95. Members of the media accompanying Heads of State or Government or heads of delegation must come in person to the Media Accreditation Office/tent to have their photograph taken and be issued a United Nations grounds pass upon presentation of a national passport and other valid photo identification.

Location and work hours of the Media Accreditation Office

96. Media representatives can pick up their accreditation in the Pass and ID office, room 102, UNITAR Building, 801 First Avenue (corner of 45th Street and First Avenue).

97. From 20 September to 2 October 2013, the badges can be picked up from a tent on United Nations Plaza.

98. The hours for media accreditation will be as follows (please note that the Pass and ID Office might have different hours of operation for delegations):

Monday to Friday, 16 to 20 September	9 a.m. to 6 p.m.
Saturday and Sunday, 21 and 22 September	12 a.m. to 8 p.m.
Monday to Thursday, 23 to 26 September	7 a.m. to 7 p.m.
Friday, 27 September	8 a.m. to 5 p.m.
Saturday, 28 September	8 a.m. to 12 noon
Sunday, 29 September	Closed
Monday, 30 September, to Wednesday, 2 October	9 a.m. to 4 p.m.

99. As at Friday, 4 October 2013, all pass and ID operations will resume at the Main Pass and Identification Office, located on the corner of 45th Street and First Avenue, Monday to Friday, from 9 a.m. to 4.30 p.m.

100. All media representatives must clearly display their United Nations grounds passes at all times.

Entry and screening procedures

101. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate. The designated press entrance is at 46th Street and First Avenue.

102. Media are advised to arrive early to allow sufficient time for screening. Those arriving at the last minute may encounter delays, and may be significantly delayed should First Avenue be closed for motorcades.

Media centre and other facilities

103. The media centre for all media will be in Conference Room 1, in the North Lawn Building. **Media representatives are requested to kindly bring their own headphones to listen to the proceedings; no headphones will be available on site.**

104. The staff at the media centre will also assist media who want to cover any event taking place in the North Lawn Building.

105. Statements, documents and press releases related to the General Assembly will be available at the Media Documents Centre, located in room S-219. Updates on media arrangements will be available from: www.un.org/en/media/accreditation/events.

United Nations audiovisual materials

106. Photographs in digital format (jpg) will be available for download free of charge on the United Nations photo website (http://www.un.org/av/photo). Photo enquiries and requests should be addressed to the United Nations Photo Library, room S-1047 (telephone: 212 963 6927, 212 963 0034; fax: 212 963 1658; e-mail: photolibr@un.org).

107. Delegations may request one DVD of each statement free of charge. Digital files formats (such as MPEG2 and MPEG4 (H.264)) are also available on demand and can be downloaded online. Additional copies of DVDs, Betacam SP, back orders or any other special requests are subject to charge. Tapes that have been ordered in advance will generally be available on the day the statement is made. Tapes ordered afterwards will be made available as soon as possible. All requests will be serviced in the order in which they are received. To request a videotape of a statement, contact the United Nations Video Library (telephone: 212 963 1561, 212 963 0656; fax: 212 963 4501; e-mail: video-library@un.org). DVDs and tapes must be picked up at the Video Library, room NL-2058, on the second floor of the North Lawn Building.

108. B-roll video material (on Betacam NTSC) will be available on selected topics, such as historical footage of the United Nations, the Millennium Development Goals and other thematic compilations.

109. Live television feeds will be available through commercial carriers. For information, contact United Nations Television (telephone 212 963 7650; fax: 212 963 3860).

110. Only pool television production services will be available from United Nations Television. Broadcasters interested in accessing United Nations Television live coverage of the high-level meetings and the general debate should call 212 963 7650. Those wishing to book a television studio should call 212 963 9399 or 212 963 7650. A detailed schedule of live and handheld camera coverage will be e-mailed to broadcast clients in advance of the high-level meetings.

111. Audio files of speeches in digital format (MP3) will be available for download free of charge from the United Nations Audio Library website (http://www.unmultimedia.org/radio/library/). Audio enquiries and requests should be addressed to the United Nations Audio Library (telephone: 212 963 9513, 212 963 9272, 212 963 9269; e-mail: audio-library@un.org).

112. Statements in the original language in which they were delivered will be available on the PaperSmart portal at papersmart.unmeetings.org. Special requests for a recording of the interpretation in one of the six official languages should be made in advance; the availability of such recordings subject to the limitations of recording facilities.

113. Limited radio studio facilities will be provided to delegates and accredited journalists, when available, during the general debate. There will be charges to cover the additional contractor costs for after-hours use. For radio studio availability and cost estimates for after-hour use, contact the Broadcast and Conference Support Section (e-mail: request-for-services@un.org; telephone: 212 963 9485) and copy United Nations Radio (bobb@un.org, kwiatkowski@un.org).

Internet

114. The United Nations website (http://www.un.org/ga) will provide, through a dedicated portal web page, coverage of the General Assembly meetings, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photographs and access to radio programmes, webcast videos and statements. In order to ensure the timely posting of the statements on the United Nations website, the texts should be sent to papersmart@un.org. The dedicated website for all of the high-level meetings is http://www.un.org/en/ga/68/meetings/index.shtml.

115. The United Nations Meetings Coverage Section, through its portal websites (www.un.org/en/unpress and www.un.org/fr/unpress), will provide full coverage of the General Assembly plenary and high-level meetings, as well as of round tables and press conferences, in both English and French. Copies of press releases will also be available at the Media Documents Centre, as well as in relevant conference rooms.

116. The United Nations News Centre (www.un.org/news) will serve as the main portal for United Nations news and will be continuously updated. It will provide a wide array of links to related source materials, including press releases, selected reports and statements of the Secretary-General and the President of the General Assembly. **United Nations News Centre readers will also be able to follow stories on Facebook and Twitter** and subscribe to a free e-mail news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

117. The United Nations webcast service (www.un.org/webcast) will provide daily live and on-demand broadcasting over the Internet of General Assembly meetings, press conferences and briefings and events. The meetings will be covered live in all six official languages, plus the original language of the speaker, if it is other than an official language. In order to facilitate the timely availability of statements on the website, delegations should send them via e-mail to dpigaweb@un.org. Queries about webcast and on-demand videos should be directed to the United Nations webcast (telephone: 212 963 6733). Queries about the availability of statements on the General Assembly website should be directed to the United Nations Web Services Section (telephone: 212 963 5148).

Pool coverage

118. Some visual media coverage might be provided by selected media pools owing to logistics and space considerations. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association may be asked to provide one or several representatives.

119. The official media accompanying a Head of State or Government or head of delegation, including the official photographer, will not be permitted to participate in the pools. Media accompanying Heads of State or Government will be able to cover the activities of their delegation if the event is open to the press.

120. Official photographers and television crews will have an opportunity to cover the statement of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain in the booth to cover other speeches. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during statements. These operations will be coordinated by the liaison officers accompanying the media.

Tickets to the press gallery in the General Assembly Hall

121. A limited number of tickets will be available for the press gallery of the General Assembly Hall. The Media Liaison Desk on the third floor will distribute tickets on a first-come, first-served basis 30 minutes before the meeting.

Briefings and press conferences

122. Daily briefings for the media will be held at noon, as appropriate, by the Spokesperson for the Secretary-General and the Spokesperson for the President of the General Assembly in the Dag Hammarskjöld Library Auditorium. Press conferences by senior United Nations officials, delegations and the Permanent Missions will take place in the same room unless otherwise indicated. The list of press conferences will be announced daily by the Office of the Spokesperson for the Secretary-General and will be posted at www.un.org/news/ossg/conf.htm. It will also be available on the website of the Media Accreditation and Liaison Unit at www.un.org/en/media/accreditation/alert and on Twitter@UNmedialiaison.

123. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (telephone: 212 963 7707, 212 963 7160 or 212 963 7161).

124. Briefings and press conferences are open **only** to members of the media.

Coverage of bilateral meetings

125. Photo opportunities may be available for bilateral meetings. Media representatives interested in covering the meetings will need to contact the relevant delegations in order to get permission to attend.

XVII. Medical services

126. The United Nations Medical Service will operate a walk-in clinic from 8.30 a.m. to 5 p.m. weekdays for the duration of the General Assembly. The clinic is located in the main Secretariat Building, fifth floor (telephone: 212 963 7080). In addition, a satellite clinic will be open from 8.30 a.m. to 7 p.m. weekdays in the North Lawn Building, in room NL-1022. The North Lawn clinic will operate from 16 September to 4 October. Weekend opening will be dependent upon demand and the meeting schedule.

127. During the high-level meetings, an immediate medical response capability will operate from the North Lawn Clinic adjacent to the General Assembly Hall. For meetings in the Conference Building, immediate response will be provided from the main Medical Services Division clinic in the Secretariat Building. Additional support will also be provided by on-site New York City ambulances and staff.

128. Physicians travelling with Heads of State or Government should contact the Senior Medical Officer, Secretariat Operations, Dr. Mike Rowell (telephone: 917 367 8506 or 646 491 1779) if they have special needs or if they need to view the medical facilities and support capacity available.

XVIII. Host country liaison

129. All enquiries concerning host country matters should be directed to Russell F. Graham at the United States Mission to the United Nations during regular business hours (telephone: 212 415 4330 (after hours, 212 415 4444)).

XIX. Additional information and briefing sessions

130. Additional information will be issued if the need arises to update and expand the information contained herein. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings and the general debate.

131. In the lead-up to the high-level meetings, the following documents will be issued:

- Note verbale from Protocol on protocol/accreditation arrangements
- Press kit for the sixty-eighth session of the General Assembly
- Delegates Handbook
- Information circular to media.

XX. Focal points for arrangements related to the high-level meetings

General Assembly Affairs	Ion Botnaru Telephone: 212 963 0725
	Saijin Zhang Telephone: 212 963 2336
Protocol	Yoon Yeocheol Telephone: 212 963 7171 Fax: 212 963 1921
Conference Services	Liya Liqun Zhang Telephone: 212 963 8114
	Rukshan Perera Telephone: 212 963 7351
	E-mail: emeetsm@un.org
Interpretation services	Hossam Fahr Telephone: 212 963 8235
Bilateral meetings coordination	Reservations: icms.un.org
	E-mail: bilats-msu@un.org
	Sylvia Gutierrez Telephone: 212 963 8387
Statement submission	papersmart@un.org
	PaperSmart portal: papersmart.unmeetings.org
	Cristina Dias Schulz-Langendorf
	E-mail: isps@un.org
Logistics coordination for meetings	Emma Pioche Telephone: 212 963 2952
Delegation accreditation and access	Wai Tak Chua Telephone: 212 963 7181 Fax: 212 963 1921
	For eAccreditation technical issues:
	ICTS Help Desk Telephone: 212 963 5033 E-mail: help-desk@un.org

Security	Deputy Chief, Michael Browne Telephone: 917 367 9211 E-mail: browne2@un.org
	Lieutenant Malinda McCormack (Security Event Planning Unit) Telephone: 212 963 7028 E-mail: mccormackm@un.org
Media	Hua Jiang (Press Service) Telephone: 212 963 9653
	Collinet Finjap Njinga (Meetings Coverage) Telephone: 212 963 5850
	Isabelle Broyer (Accreditation) Telephone: 212 963 6934 Fax: 212 963 4642
	David Woodie (Broadcast and United Nations Television) Telephone: 212 963 9399
	Jamille McCord (Press Conferences) Telephone: 212 963 7707 E-mail: mccord@un.org
Facilities Management Service	Andrew Nye Telephone: 212 963 7453
Broadcast and Conference Support Section	Patrick Morrison Telephone: 212 963 0407
Capital master plan	Peter Smith Telephone: 917 367 5853
	Werner Schmidt Telephone: 917 367 5420

Annex I

Request for accreditation of media representatives

High-level meetings and sixty-eighth session of the General Assembly

United Nations

New York, September 2013

Procedures to apply for media accreditation

Bona fide representatives of media — print, photo, radio, television and film — will be accredited for coverage of the high-level meetings and the sixty-eighth session of the General Assembly of the United Nations to be held in New York from 23 September to 4 October 2013.

Those not in possession of a valid United Nations grounds pass should submit completed application forms, together with a letter of assignment, on official letterhead from the Editor or Bureau Chief, to:

Media Accreditation and Liaison Unit
Department of Public Information
United Nations
Room L-248C
New York, NY 10017, USA
Fax: 1 212 963 4642

No acknowledgement will be sent to you. Applicants may call to confirm that their assignment letter and form have been received. Telephone: 1 212 963 7164 or 1 212 963 4642.

Please be advised that applicants should bring with them their letter of assignment, together with two forms of photo identification (passport, national press credentials, driver's licence or work identification) when presenting themselves at the Media Accreditation Office on 801 First Avenue (room U-100), located at the north-west corner of First Avenue and 45th Street. From 15 August to 29 September, the Media Accreditation Office will be located in a tent on the United Nations Plaza, just outside of the Visitors Lobby.

Please note: Application forms can be filled in online prior to printing and will be considered only if accompanied by a letter of assignment. Accreditation is free of charge. Incomplete applications will not be processed.

Annex II

Request for Grounds Pass

UNITED NATIONS **NATIONS UNIES**

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for Grounds Pass — Security Staff

Issuance ____ Renewal ____ Duplicate ____

Name: _____

Country/Agency: _____

Protectee: _____

_____ _____ _____

Official seal | Date | Authorized signature

_____

Print name

(To be completed by the Special Services Unit)

Code/Weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration date: _____

Approved by: _____ Date: _____

Proof of identification (Must be presented at the Pass and Identification Office) _____